

Special Programs

Special Employment

**Undergraduate
Student Programs
(UGS)**

POLICY:

.01 The Undergraduate Student Program (UGS) provides year-round and summer employment opportunities for high school graduates who have been admitted to or are currently attending an undergraduate institution, or its equivalent. The program complements the students' education with work experience related to their chosen field of study while providing the Laboratory with highly qualified undergraduate students who may eventually be candidates for regular positions.

.02 Students are hired under the UGS program at the request of a sponsoring Laboratory organization. Before a student may be hired, the sponsoring organization must submit an educational work plan for the position that describes the duties and educational component of the position and identifies a Laboratory employee who will be the student's mentor. Students may apply for employment through the UGS Program at any time. Procedures for sponsoring organizations and applicants are found in the [Student Program Guidelines](#).

**Post Baccalaureate
Category**

.03 The post baccalaureate category of the UGS program offers college graduates the opportunity to continue to participate in the UGS program for up to 1 year after graduation from a four-year college or its equivalent. Post baccalaureate students are encouraged to take class(es) during this year and may move into the [Graduate Student \(GRA\)](#) program when documentation is provided indicating eligibility requirements for that program have been satisfied.

Eligibility

.04 Students must meet [eligibility requirements](#) annually.

.05 **Age** — Applicants must be 16 years old on or before June 1 of the summer they seek employment. The facility manager of the facility where the student will be working, must approve the work

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areas and activities of employees under the age of 18 at the time of hire.

- .06 ***Enrollment*** — Applicants must be actively enrolled and in good academic standing (as defined by the institution) in an undergraduate degree program or must be high school graduates (or equivalent) who have been accepted into an undergraduate program at an undergraduate institution. Applicants must submit proof of registration.

NOTE: High school graduates, or equivalent, who have been accepted into an undergraduate program must submit proof of acceptance. Proof of registration is required for continued eligibility.

- .07 ***Length of Participation*** — Students pursuing a bachelor's degree are limited to a maximum of 6 years and students pursuing an associate's degree are limited to a maximum of 3 years in the UGS program.

Foreign Nationals

- .08 DOE approval is required for all non-U.S. citizens to work at the Laboratory. The sponsoring organization must initiate the approval request at the time the offer of employment is extended, and any offer must be contingent upon DOE approval. Students must also have the appropriate visa and work permit before beginning work or receiving payments, including travel reimbursements, from the Laboratory. See [AM 1213, Visas](#).

NOTE: Because the Laboratory is unable to obtain visas or appropriate immigration status for foreign nationals with less than a bachelor's degree, UGS applicants who are foreign nationals must obtain the appropriate immigration status from their U.S. educational institution or, in some cases, from established international exchange programs that are specifically authorized to work with undergraduate students.

Pay Status

- .09 Pay status is determined by the number of hours the student will be working on a weekly basis. See [AM](#)

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[301](#). UGS students are nonexempt and will be paid overtime for any hours worked over 40 in a workweek.

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| Appointment | .10 | Organizations must evaluate their needs and the student's academic goals, eligibility, and availability to determine the most appropriate type of appointment. Appointments may be renewed based on the needs of the organization and the eligibility of the student. Appointments may be short- or limited-term and may be full-time, part-time, or casual. See AM 301 . |
| Funding | .11 | The sponsoring organization must fund each UGS appointment. The funding must include salary (based on standard labor rate), M&S expenses, travel, and division overhead for the organization. |
| Salary | .12 | UGS student salaries are based on academic class standing (freshman, sophomore, junior, senior) as determined by the number of credit hours completed. See the Student Program Guidelines . |
| Supervision | .13 | UGS students must be supervised while working, including during overtime work hours. |
| Near-Relative Employment | .14 | See AM 102, Employment Policies . |
| Off-Site Employment | .15 | Full-time, part-time, or casual students actively participating in one of the Laboratory's student programs whose primary work location is not on Laboratory property are considered off-site students. Off-site employment requires a memo of justification from the requesting group-level manager to the UGS Program Administrator in the Staffing Group (HR-5) and the approval of the UGS Program Administrator. For detailed instructions, see the program guidelines . |
| Separation | .16 | A student whose appointment is not extended must be terminated from Laboratory employment as of the last day of the appointment unless there is an earlier termination. |

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- .17 UGS students are employed at the discretion of the Laboratory and may be dismissed at any time and for any reason with the review and approval of the appropriate division-level manager. Consult the UGS Program Administrator in HR-5 for assistance. See [AM 113, Terminations](#).

Performance Assessments

- .18 Managers/mentors must complete the [Student Development Feedback Tool](#) for all students on appointments longer than 90 days who work at least 60 days during the review period. This tool is intended as a performance assessment tool to assist in developing strong working relationships and in developing a good understanding of the students' strengths and areas for improvement. Students are also encouraged to make use of [the Mentor Feedback Tools](#).

SUPPLEMENTAL INFORMATION:

Responsibilities

- .19 **Staffing Group** — HR-5 advertises the UGS Program Laboratory-wide and through other recruitment sources. HR-5 also processes applications, assists in matching applicants to jobs and develops appropriate salary scales.
- .20 **Sponsoring Organization** — The sponsoring organization funds student appointments and related expenses; provides an educational work opportunity and experience, a suitable and safe work assignment and environment, and any required site-specific training; mentors and supervises the student; and evaluates performance as appropriate (see [J8](#)). Every UGS student must have an identified mentor at all times while associated with the Laboratory Student Programs to ensure that the student's work experience is meaningful and complements his or her educational program. The mentor serves as a personal and professional coach during the student's time at the Laboratory. See [the Mentoring Tool Kit](#).

Benefits

- .21 Student benefits are based on the length of the students' appointments. Contact the Compensation

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and Benefits Group (HR-1) for complete information.

Travel

- .22 The [online travel regulations](#) provide student travel expense information.

Clearances for Students

- .23 The Information and Personnel Security Group (S-6) processes the paperwork for students to be granted security clearances. The sponsoring organization must request the clearance for a returning student.